

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number: 3B Name of County: Woodbury

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☒ Yes ☐ No

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☒ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☒ Yes ☐ No

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☒ Yes ☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☒ Yes ☐ No

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. *No permanent physical changes shall be made without the approval of the county.*

☒ Yes ☐ No

If overflow rooms are needed, an effort will be made to accommodate public viewing by

discussing technology options with JBIT and implementing a plan with state court administration.

☒ Yes ☐ No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☒ Yes ☐ No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☒ Yes ☐ No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☒ Yes ☐ No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☒ Yes ☐ No

Keyboard protectors are in place for all public kiosks.

☒ Yes ☐ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☒ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☒ Yes ☐ No

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☒ Yes ☐ No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☒ Yes ☐ No

Face shields are available for all employees who requested one through the employee survey.

☒ Yes ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☒ Yes ☐ No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☒ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☒ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☒ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☒ Yes ☐ No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☒ Yes ☐ No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

☒ Yes ☐ No

"A mask must be worn when entering this space."

☒ Yes ☐ No

"The number of people permitted in the courtroom/office is (X)."

☒ Yes ☐ No

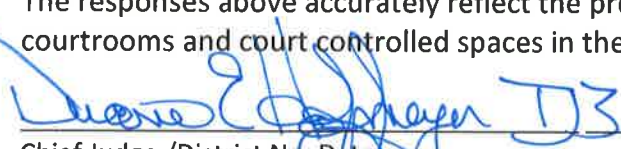
Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☒ Yes ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.


Chief Judge /District No. Date

 June 29, 2020


Print Name

APPROVED BY:


Todd Nuccio Date

State Court Administrator

June 29, 2020

DRAFT PLAN FOR RESUMPTION OF COURT SERVICES
Checklist – Woodbury County

[Unless otherwise noted, the Sections referenced in this Plan are in reference to the
Courthouse areas/offices]

I. CLERK'S OFFICES

A. Inside Office

1. Work Stations/Physical Distancing:

- Physical distancing for staff will be maintained by moving work stations; installing shields/barriers between work stations that cannot be distanced.
- A limited work-from-home or telework rotation will be continued to reduce the number of staff persons physically present in the office to the extent allowed and in accordance with any telework Policy of the Judicial Branch.

2. Masks, shields, and cleaning supplies and procedures, hand sanitizer

- A sufficient supply of face masks, face shields, if requested, hand sanitizer, and cleaning supplies and procedures are in place for all staff persons working inside the Clerk's offices.
- All court staff will be required to follow any and all Policies of the Judicial Branch regarding the wearing of masks.

3. Public/Court Users

a. Masks

- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas.

b. Public Access Computer

- Public access computer/kiosk will have a protector and will be located at least six feet away from other persons and staff; a protocol is in place for regular cleaning.

c. Physical Distancing while in line

- Floor markers will be placed both inside of the Clerk's office and in the courthouse common area outside Clerk's offices to maintain physical distancing; the number of persons allowed inside the Clerk's office will be limited. Germ shields are installed at counter between the public and staff.
- To the extent allowed under the Supervisory Order or otherwise, persons will continue to be advised and encouraged to conduct court business by phone, e-mail, and/or fax by way of signs located outside the courthouse and outside the Clerk's office.

B. Outside Offices

1. Signage/Directions

- Signs will be located outside the courthouse and outside the Clerk's offices consistent with the recommendations set forth in the checklist (i.e. maintain distance and symptoms/exposure). Additionally, signs will remain at entrance to building providing telephone numbers and directions for conducting court business not in person (i.e., payment of court debt; questions; filing of the documents through EDMS, e-mail and/or by fax).
- The payment drop-off lock box will remain just inside the courthouse to allow payment of court debt without entering the Clerk's office

2. Physical Distancing

- Floor markers for standing and waiting in line to enter the Clerk's office will be placed with proper distancing; floor markers and/or signs will also be placed in common area on first floor advising people to maintain distance.

II. COURT ADMINISTRATION OFFICE

A. Inside Office

1. Work Stations/Physical Distancing

- Staff work stations will either be spaced more than six feet apart or separated by a shield.
 - Court personnel will enter and exit using Courtroom 203 hallway to avoid contact with public users entering and exiting Court Administration office.
 - The lunchroom will be closed or prohibited for eating. One person may enter the lunchroom at a time to use the microwave or obtain items from the refrigerator. Only one person at a time will also be allowed in the mail area and use of the copier. Copier will be sanitized after each use by the person using.
 - A limited work-from-home or telework rotation will be continued to reduce the number of staff persons physically present in the office to the extent allowed and in accordance with any telework Policy of the Judicial Branch.
2. Masks, shields, cleaning supplies, and hand sanitizer
- A sufficient supply of face masks, face shields, if requested, hand sanitizer, and cleaning supplies and procedures are in place for all staff persons working inside Court Administration.
 - All court staff will be required to follow any and all Policies of the Judicial Branch regarding the wearing of masks.
3. Public/Court Users
- a. Masks
- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas.
- b. Distancing
- No more than two persons will be allowed inside the DCA office at a time; floor markers are placed to maintain physical distancing; a shield is installed on the counter between the public and staff schedulers.

B. Outside Office

1. Physical Distancing

- Floor markers and signs will be placed both inside of Court Administration and in the courthouse common area outside of Court Administration to maintain physical distancing and a line for entering Court Administration to limit the number of persons if and when needed

2. Masks, hand sanitizer

- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas.
- Masks will not be required of the public or court users inside common areas of the courthouse controlled by the County.
- Hand sanitizer has been placed at various locations in the common areas on the second floor, specifically outside the door to each of the four corner courtrooms.

3. Signage

- Signs will be located outside the courthouse and outside Court Administration consistent with the recommendations set forth in the checklist.

4. Directions/Protocol for check-in and directives/assignment to courtroom.

- A sign with information and check-in will remain placed outside of the District Court Administration Office.

C. Scheduling

1. Number of Hearings per Day and start times:

- Hearings will be scheduled with additional time considered for cleaning in between hearings.

2. Staggered start times for hearings:

- To the extent possible, hearing start times will be staggered and spread throughout the day (no “cattle call” or “block” scheduling).

4. Trials, Hearings, Abuse Protective Orders, Civil Commitments

- Hearings that can be held telephonically or by video under Supervisory Order, statute, or rule will continue to be or will be encouraged to be set telephonically or video (i.e. bond reviews; non-evidentiary pretrial proceedings; plea and sentencings with waivers; hearings on temporary matters; civil commitment hearings; non-evidentiary motion hearings; CSRU administrative support hearings, excluding contempt hearings; civil trials with consent of the parties)
- A schedule/rotation will be set designating one judge as the “administrative” judge for that day with all other judges effectively on call in the event the assigned admin. judge has a trial. Senior judges will be considered for such designation as Admin. Judge provided a reporter is otherwise available. The administrative judge will be assigned one courtroom for the day and will hear all abuse protective order hearings and all child support recovery unit hearings that are scheduled that day in person or by phone. The protective order hearings will continue to be scheduled on a staggered basis Tues. – Thurs. beginning at 8:45 or 9:00. The CSRU hearings will be scheduled on a staggered basis every Wednesday beginning no sooner than 11:00 a.m. through the afternoon. The initial rotation is included as Attachment A
- A limited work-from-home or telework rotation will be continued for Judicial Officers to reduce the number of persons physically present in the courthouse to the extent allowed and in accordance with any telework Policy of the Judicial Branch.

III. SECOND FLOOR MEZZANINE / COMMON AREAS

A. Physical Distancing

- Floor markers and signs will be placed in the courthouse common area outside advising people to maintain physical distancing, specifically including on the wall and floor outside each of the courtroom doors.
- Markers or cordons will be placed on benches or benches will be moved or removed to designate seating areas sufficiently distanced.

B. Masks, hand sanitizer

- Masks will not be required of the public and court users inside common areas of the courthouse. Hand sanitizer has been placed at various locations in the common areas on the second floor, specifically outside the door to each of the four corner courtrooms.

C. Meeting Rooms/Waiting Areas

- Parties, public, attorneys, witnesses, CSADV Advocates will all be subject to the same signs and physical distancing directives noted above. Jury rooms when not being used will be made available for attorneys to consult and wait with clients/witnesses. Courtrooms when not being used may be made available for attorneys to consult and wait with clients/witnesses.

D. Cleaning

- At this time, the County will continue to clean areas in the courthouse afterhours. County personnel have advised the Court that if additional cleaning is needed, such a request can be made. There otherwise is no set protocol at this time for cleaning common areas on the 2nd Floor mezzanine area during the day.

IV. COURTROOMS

A. Masks, Shields, Cleaning Supplies, Hand Sanitizer

- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in

courtrooms, Clerk offices, Administrative offices, and other court-controlled areas. Persons speaking as part of the formal record (attorneys, self-represented parties, witnesses while testifying) may be asked to remove any face mask or shield while speaking if requested by the reporter, the judge, or another party. A practice will be implemented for cleaning face shields used by non-court personnel after such use.

- All court staff will be required to follow any and all Policies of the Judicial Branch regarding the wearing of masks.
- Hand sanitizer is located outside the door of each courtroom for public use entering and exiting the courtroom
- Wipes and/or spray will be available in each courtroom; Reporters will take responsibility for making sure areas inside the courtrooms are cleaned after each hearing/proceeding.

B. Physical Distancing:

1. Judge: Judge's seat/bench inside courtroom is at least six feet away from all other persons.

2. Reporter: Reporter's station is or will be located more than six feet away from all other persons.

3. Counsel: To the greatest extent possible, the counsel tables will be moved to create sufficient distance away from each other. Additional tables and chairs will be placed inside courtroom if and when needed to accommodate multiple parties. Chairs and microphones at counsel table can be moved/adjusted to create distance between counsel and counsel's client. If requested, the Court will grant short recesses to allow counsel and client to consult privately in an area where they can maintain distance from each other.

4. Litigants/Parties: To the greatest extent possible, the counsel tables will be moved to create sufficient distance away from each other. Additional tables and chairs will be placed inside courtroom if and when needed to accommodate multiple parties. Chairs and microphones at counsel table can be moved/adjusted to create distance between counsel

and counsel's client. If requested, the Court will grant short recesses to allow counsel and client to consult privately in an area where they can maintain distance from each other.

5. Witnesses: To the extent available, witnesses will be provided a face shield to wear during their testimony. Otherwise, the witness chair will be moved to a location in front of the witness stand or the witness may testify from a juror chair in order to create at least six feet of distance between the witness and the reporter and all other persons inside the courtroom. A portable table will be placed on the floor next to the witness for exhibits.

6. Public/Gallery: The public gallery will be advised to maintain physical distancing. Markers or cordons will be placed on benches to designate areas available for seating that maintain adequate physical distancing. IT persons will be consulted to see if a "live feed" can be provided to the jury room located next to the courtroom for any overflow. To the extent needed, the number of people inside the courtroom will be limited to maintain proper distance. Persons not directly involved in the proceeding will be asked to wait outside the courthouse or courtroom.

7. Security/Transport: Seating will be available to maintain physical distancing; however, the action/policy of the jail/security/transport officers will be left to the discretion of the county sheriff.

8. Media: One back bench immediately in front of the area where cameras may be located will be reserved and used by media personnel who will be asked to maintain six-foot physical distancing. All media personnel will be required to wear their own personal masks inside the courtrooms. Interviews will continue to be conducted on the 1st floor or outside the courthouse.

C. Signage

- Signs and stickers will be placed on the wall and floor outside the door to each courtroom advising people to maintain distance.

V. LAW ENFORCEMENT CENTER

A. Scheduling

- Hearings/appearances/proceedings that can be scheduled at staggered times will be so scheduled. Hearings and proceedings that can be conducted by telephone or videoconference pursuant to the supervisory order, court rule, or statute will continue to be so scheduled (i.e., initial appearances, criminal pretrial proceedings, pleas and sentencings if not on paper with waivers).
- For proceedings that have a set “block” appearance time, single persons or limited groups will be directed inside the courtroom at a time with others waiting outside the courtroom.
- Special procedures are being developed for processing DWLS cases to minimize foot traffic and in-court personal appearances.

B. Outside Courtrooms

- The large hallway outside the courtrooms will be used as the waiting or queuing area. Stickers and signs will be placed on the floor and walls advising persons where to stand in line and otherwise advising them to maintain physical distancing. Benches will be marked or cordoned in order to designate areas available for seating that maintains sufficient distance. If needed, a numbering system will be used for persons waiting to enter the courtroom for an appearance.
- The large entryway area of the building before reaching the court attendant window will be used for an overflow waiting area in the event the hallway is inadequate to maintain physical distancing.
- The large entryway area in the building will also be used for attorneys wanting to meet and consult with clients. Tables and chairs will be set up at locations that accommodate both distancing and “private” communications.
- On days that juvenile hearings may be held in the LEC, all persons appearing for such juvenile hearings will be directed to a designated

space for further direction from the juvenile court judge and/or juvenile court judicial assistant.

- Hand sanitizer stations will be placed at spots within the common areas outside the courtrooms.
- Persons not required to appear and not directly involved will be asked to wait in the large entryway area of the building.

C. Inside Courtrooms

- Counsel tables and chairs will be positioned to accomplish sufficient distance for attorneys and litigants. Additional tables and chairs will be set up to accommodate multiple parties and the parties will be directed inside the courtroom one at a time to maintain distancing entering and exiting.
- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas. Persons speaking as part of the formal record (attorneys, self-represented parties, witnesses while testifying) may be asked to remove any face mask or shield while speaking if requested by the reporter, judge, or another party. A practice will be implemented for cleaning face shields used by non-court personnel after such use.
- Wipes and/or spray will be available in each courtroom. The judicial assistants and/or reporter will take responsibility for making sure areas inside the courtrooms are cleaned after each proceeding.

D. Judicial Offices, Jury Room, Back Hallway

- Offices and staff work stations will be spaced more than six feet apart.
- A sufficient supply of face masks, face shields if requested, hand sanitizer, and cleaning supplies and procedures will be in place for all staff persons working at the LEC.
- All court staff will be required to follow any and all Policies of the Judicial Branch regarding the wearing of masks.

VI. TROSPER-HOYT/JUVENILE COURT

A. Scheduling

1. Two courtrooms available at Trosper-Hoyt

- Juvenile hearings will continue to be scheduled as-is and on a staggered basis. Hearings and/or testimony or appearances that can be made telephonically will continue to be made telephonically. Effort will be made by the juvenile court judges to make sure that contested hearings or other proceedings that may involve additional persons or require additional time not be set at the same time and same days in order to minimize the number of persons inside the building and court areas.

2. Only one courtroom available at Trosper-Hoyt

- Juvenile Court proceedings will be moved to the LEC if and when needed to accommodate Juvenile “double court” days. Courtroom #3 in the LEC will be used. If the Magistrate courtroom #4 is not in use, it will be used as a waiting/meeting area for the Juvenile Court proceedings.
- Juvenile court hearings on “double court” days may also be moved to the courthouse if and when sufficient notice can be given to all persons involved. Juvenile court for one of the juvenile court judges having hearings scheduled on Friday will be moved to the courthouse every Friday. If juvenile hearings are held at the courthouse, the juvenile judge will be given exclusive access to one of the large corner courtrooms for the entire day. Tables and chairs will be arranged inside the courtroom, including in the gallery area with benches moved if necessary, to accommodate all interested persons and counsel and to maintain adequate distancing. Tables and chairs will also be placed in areas on the second floor mezzanine outside the courtroom and/or in the jury rooms for waiting areas and attorney/client consultation rooms.

- See Attachment B as a proposed schedule in regard to juvenile court hearings being moved to LEC and/or courthouse.

B. Outside Courtrooms

- See Attachment C for procedure and protocol outside the courtrooms at Trosper-Hoyt. Additional protocol is being formulated for directing and placing people outside the courtroom space on the 4th floor if it becomes available.
- See the plan/protocol for outside courtrooms at the courthouse and LEC above for Juvenile Hearings that may be moved.
- Signs and stickers will be placed on walls and floor outside courtroom areas and on any benches/seating designating seating and waiting areas that are adequately distanced and also advising persons to maintain sufficient distancing.
- Hand sanitizer will be placed at locations outside the courtrooms.
- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas.

C. Inside Courtrooms

- See Attachment C in regard to Trosper-Hoyt courtrooms. If the space/room on the Fourth Floor of Trosper-Hoyt is available for use as a second courtroom, tables and chairs will be situated to maintain adequate distance for all persons.
- See plan and protocol for inside courtrooms in regard to LEC and courthouse above to the extent juvenile court hearings are moved out of Trosper-Hoyt.
- Counsel tables and chairs will be positioned to accomplish sufficient distance for attorneys and litigants. Additional tables and chairs will be set up to accommodate multiple parties and the parties will be directed inside the courtroom one at a time to maintain distancing entering and exiting.

- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas. Persons speaking as part of the formal record (attorneys, self-represented parties, witnesses while testifying) may be asked to remove any face mask or shield while speaking if requested by the reporter, judge, or another party. A practice will be implemented for cleaning face shields used by non-court personnel after such use.
- Wipes and/or spray will be available in each courtroom. The judicial assistants and/or reporter will take responsibility for making sure areas inside the courtrooms are cleaned after each proceeding.

D. Judicial Offices, Clerk's office, staff offices/workstations

- Offices and staff work stations will be spaced more than six feet apart.
- A sufficient supply of face masks, face shields if requested, hand sanitizer, and cleaning supplies and procedures will be in place for all staff persons working at Trosper-Hoyt.
- All court staff will be required to follow any and all Policies of the Judicial Branch regarding the wearing of masks.

VII. MISCELLANEOUS

A. Holding Cells in Courthouse

B. Judicial Offices

C. Reporter Offices/Work Stations

- To the extent needed, a Reporter whose work station is not sufficiently distanced from another staff member/Reporter (i.e. Reporter office between 207 and 204) will be moved to work station area in Court Admin. outside breakroom

VIII. CHILD SUPPORT RECOVERY UNIT

A. Scheduling

- CSRU hearings will be scheduled every Wednesday on a staggered basis beginning no sooner than 11:00 a.m.
- CSRU hearings will be heard by the designated administrative judge.
- Consideration will be given to continue scheduling all CSRU hearings, excluding formal contested evidentiary contempt hearings, by telephone or videoconference.
- The first 15 minutes of all Chapter 252 hearings will be for the parties to discuss the child support guidelines with CSRU attorney to see if a stipulation can be reached. If no agreement is made, the hearing will proceed.
- Hearings or appearances that can be done telephonically will be scheduled by phone to reduce the foot traffic in the courthouse.

B. Physical Distancing

- Motions and 252 hearings: All prehearing conversations will occur inside the courtroom and not the jury room. The parties will maintain physical distancing with CSRU attorneys sitting in the jury box and the parties sitting at counsel tables.
- Contempt hearings: CSRU will continue to meet with the respondent and counsel, if applicable, prior to hearing in the jury room one at a time with distancing maintained around the table.
- Persons waiting for CSRU matters outside the jury room and outside the courtroom will be subject to the distancing measures for the 2nd Floor Mezzanine area referenced above.

IX. JUVENILE COURT SERVICES

1. Work Stations/Physical Distancing:

- Physical distancing for staff will be maintained by moving work stations; installing shields/barriers between work stations that cannot be distanced.
- A limited work-from-home or telework rotation will be continued to reduce the number of staff persons physically present in the office to the

extent allowed and in accordance with any telework Policy of the Judicial Branch.

2. Masks, shields, and cleaning supplies and procedures, hand sanitizer

- A sufficient supply of face masks, face shields, if requested, hand sanitizer, and cleaning supplies and procedures are in place for all staff persons working inside the JCS offices.
- All court staff will be required to follow any and all Policies of the Judicial Branch regarding the wearing of masks.

3. Public/Clients

a. Masks

- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas.

b. Physical Distancing

- Floor markers and signs will be placed advising people to maintain physical distancing; the number of persons allowed inside the office will be limited to the extent necessary.
- Conducting work and providing services by phone, video, written communication and other non in-person ways to the full extent allowed and practical will be encouraged.

4. Misc.

- JCO's will follow any Judicial Branch Policy in regard to travel.

ATTACHMENT A

Rotation for District Court “Administrative” Judge

TRIAL SESSION	WEEK – TUE/WED/THUR	JUDGE
6 SJA CRIMINAL	7/13	DEH
6	7/20	TJD
6	7/27	ZSH
7 JLP CRIMINAL	8/3	PHT
7	8/10	ZSH
7	8/17	SJA
7	8/24	DEH
7	8/31	TJD
8 DEH CRIMINAL	9/7	PHT
8	9/14 – JURY TRIALS START	JLP
8	9/21	ZSH
8	9/28	SJA
8	10/5	TJD
9 RLS CRIMINAL	10/12	PHT
9	10/19	JLP
9	10/26	ZSH
9	11/2	SJA
9	11/9	DEH
10 JAN CRIMINAL	11/16	TJD
10	11/26	PHT
10	11/30	JLP
10	12/7	ZSH
10	12/14	SJA
10	12/21	DEH
10	12/28	JTD

SJA – Criminal – 6/30/20-7/31/20

JLP – Criminal – 8/3/20-9/4/20

DEH – Criminal – 9/7/20-10/9/20

RLS – Criminal – 10/12/20-11/13/20

JAN – Criminal – 11/16/20-1/1/21

ATTACHMENT B

Possible Schedule / Building Changes for Juvenile Court Proceedings that Need to be Moved Out of Trosper-Hoyt

CURRENT "NORMAL" SCHEDULES / COURTROOM USE

COURTHOUSE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	Civil Motion Day Criminal Hearings 3 – 4 Courtrooms (depends on Monona Motion Day)	Protective Order Hrgs. Individual Trials Criminal Hearings 2 – 5 Courtrooms	Protective Order Hrgs. CSRU (starting 11:00) Individual Trials Criminal Hrgs. 2 – 5 Courtrooms	Protective Order Hrgs. Individual Trials Criminal Hrgs. 2 – 5 Courtrooms	Individual Hrgs.
AFTERNOON	Mental Health Hrgs. (?) Motion Day Criminal Hearings 3 – 4 Courtrooms (depends on Monona Motion Day)	Individual Trials Mental Health Hrgs. Criminal Hrgs. 2 – 5 Courtrooms	Individual Trials Criminal Hrgs. CSRU Hrgs. 2 – 5 Courtrooms	Individual Trials Mental Health Hrgs. 2 – 5 Courtrooms	Individual Hrgs.

L.E.C.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials

AFTERNOON	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's 9:00-12:00: Magistrate small claims trials [3-4 courtrooms]	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's [2-3 courtrooms/No Magistrate]	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's [2-4 courtrooms]	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's [2-4 courtrooms]
	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail 1:00-4:30: Magistrate Small Claims [3-4 courtrooms]	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail [2-3 courtrooms/No Magistrate]	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail [2-4 courtrooms]	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail [2-4 courtrooms]

TROSPER-HOYT / JUVENILE HEARINGS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	Double Court Day: Judge Forker-Parry and Judge Cord every second and 4 th Monday	Single Court Day: Judge Forker-Parry or Judge Cord (the other is at LEC).	Single Court: Judge Sokolovske (Judge Forker-Parry has Family Treatment Court)	Double Court except third Thursday of each month: Judge Forker- Parry and Judge Cord	Double Court: Judge Forker-Parry and Judge Timko every 1 st and 3 rd Friday; Judge Cord

	of the month; Judge Forker-Parry and Judge Timko every 1 st and 3 rd Monday of the month.				every 2 nd and 4 th Friday (just Judge Forker-Parry when there is a 5 th Friday in a month).
AFTERNOON	Double Court day: Judge Forker-Parry and Judge Cord every second and 4 th Monday of the month; Judge Forker-Parry and Judge Timko every 1 st and 3 rd Monday of the month.	Single Court Day: Judge Forker-Parry or Judge Cord.	Single Court: Judge Sokolovske (Judge Forker-Parry has Family Treatment Court)	Double Court except third Thursday of each month: Judge Forker-Parry and Judge Cord	Double Court: Judge Forker-Parry and Judge Timko every 1 st and 3 rd Friday; Judge Cord every 2 nd and 4 th Friday (just Judge Forker-Parry when there is a 5 th Friday in a month).

PROPOSED CHANGES IF ONLY ONE COURTROOM AVAILABLE AT TROSPER-HOYT TO REDUCE TRAFFIC AND ACCOMMODATE SOCIAL DISTANCING

COURTHOUSE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	Civil Motion Day Criminal Hearings 3 – 4 Courtrooms (depends on Monona Motion Day)	Protective Order Hrgs. Individual Trials Criminal Hearings 2 – 5 Courtrooms	Protective Order Hrgs. CSRU (starting 11:00) Individual Trials Criminal Hrgs. 2 – 5 Courtrooms	Protective Order Hrgs. Individual Trials Criminal Hrgs. 2 – 5 Courtrooms JUVENILE HRGS. IF CIVIL TRIAL(S)	Individual Hrgs. JUVENILE HEARINGS

				SETTLE, COURTROOM IS AVAILABLE, AND SUFFICIENT NOTICE CAN BE PROVIDED TO JUVENILE COURT PARTIES	
AFTERNOON	Mental Health Hrgs. (?) Motion Day Criminal Hearings 3 – 4 Courtrooms (depends on Monona Motion Day)	Individual Trials Mental Health Hrgs. Criminal Hrgs. 2 – 5 Courtrooms	Individual Trials Criminal Hrgs. CSRU Hrgs. 2 – 5 Courtrooms	Individual Trials Mental Health Hrgs. 2 – 5 Courtrooms JUVENILE HRGS. IF CIVIL TRIAL(S) SETTLE, COURTROOM IS AVAILABLE, AND SUFFICIENT NOTICE CAN BE PROVIDED TO JUVENILE COURT PARTIES	Individual Hrgs. JUVENILE HEARINGS

L.E.C.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials	8:30-9:30: Initial appearances/Jail 9:30: City traffic trials

	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's 9:00-12:00: Magistrate small claims trials JUVENILE HEARINGS [4 courtrooms]	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's [2-3 courtrooms/No Magistrate]	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's [2-4 courtrooms]	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's JUVENILE HEARINGS IF NOT MOVED TO COURTHOUSE (except 3 rd Thursday each month) [2-4 courtrooms]	9:30: Miscellaneous Indictable criminal hearings 11:00: FED's [2-4 courtrooms] JUVENILE HEARINGS IF NOT MOVED TO COURTHOUSE
AFTERNOON	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail 1:00-4:30: Magistrate Small Claims JUVENILE HEARINGS [4 courtrooms]	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail [2-3 courtrooms/No Magistrate]	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail [2-4 courtrooms]	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail JUVENILE HEARINGS IF NOT MOVED TO COURTHOUSE (except 3 rd Thursday each month) [2-4 courtrooms]	1:30: Traffic appearances 2:00-4:30: Simple Misdemeanor state trials 2:00-4:30: Miscellaneous indictable criminal hearings 2:45: Jail [2-4 courtrooms] JUVENILE HEARINGS IF NOT MOVED TO COURTHOUSE

TROSPER-HOYT / JUVENILE HEARINGS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	<p>Double Court Day: Judge Forker-Parry and Judge Cord every second and 4th Monday of the month; Judge Forker-Parry and Judge Timko every 1st and 3rd Monday of the month. L.E.C.</p>	<p>Single Court Day: Judge Forker-Parry or Judge Cord.</p>	<p>Single Court: Judge Sokolovske (Judge Forker-Parry has Family Treatment Court)</p>	<p>Double Court except third Thursday of each month: Judge Forker-Parry and Judge Cord L.E.C. or COURTHOUSE</p>	<p>Double Court: Judge Forker-Parry and Judge Timko every 1st and 3rd Friday; Judge Cord every 2nd and 4th Friday (just Judge Forker-Parry when there is a 5th Friday in a month). ONLY ONE COURTROOM IN T-H USED; OTHER HEARINGS AT COURTHOUSE OR LEC</p>
AFTERNOON	<p>Double Court day: Judge Forker-Parry and Judge Cord every second and 4th Monday of the month; Judge Forker-Parry and Judge Timko every 1st and 3rd Monday of the month. L.E.C.</p>	<p>Single Court Day: Judge Forker-Parry or Judge Cord.</p>	<p>Single Court Judge Sokolovske (Judge Forker-Parry has Family Treatment Court)</p>	<p>Double Court except third Thursday of each month: Judge Forker-Parry and Judge Cord L.E.C. or COURTHOUSE</p>	<p>Double Court: Judge Forker-Parry and Judge Timko every 1st and 3rd Friday; Judge Cord every 2nd and 4th Friday (just Judge Forker-Parry when there is a 5th Friday in a month).</p>

						ONLY ONE COURTROOM IN T-H USED; OTHER HEARINGS AT COURTHOUSE OR LEC
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ATTACHMENT C

WOODBURY JUVENILE RESUMPTION OF COURT PLAN:

On double court days MCC (Judge Mark Cord) / SFP (Judge Stephanie Forker-Parry)

- SFP will use TH (Trosper-Hoyt) – Leanna will be at TH.
- Cord will use the LEC (Law Enforcement Center) – Morgan will be at the LEC (Morgan will need computer access at the LEC).
- Only courtroom #2 will be used at TH for hearings, as courtroom #1 does not allow enough room for socially distancing for hearings.
- The LEC will be used for large hearings.
- In the event both MCC and SFP have contested hearings, we will work with DAJs for space at the LEC or will work with court administration for space. We will try to avoid both setting large contested hearings for the same time.

On double court days with MLT (Judge Mary Timko) and SFP

- SFP will move hearings already set to a day in close proximity or will move court to the LEC (if available), so that no double court exists.
- Judges will avoid setting hearings at the same time going forward.

MJS (Judge Mary Jane Sokolovske) will use courtroom #2 and no other court will be set inside the courtroom

- Only parties will be present in the courtroom.
- Chairs / tables will be moved to allow for social distancing – use of extra chairs and benches.
- All other interested people or public will be permitted to appear by phone.
- Judges will call their ICN line at the beginning of each hearing to see if additional parties are on the phone to participate. Morgan and Leanna will have instructions to hand out, as they have been doing.
- Witnesses will testify from the table to allow for socially distancing with the court reporter.

- GoToMeeting may be used for some larger groups.
- SFP will purchase a HEPA air purifier for use in the courtroom.

Outside of TH courtroom

- Courtroom #1 will be used as the attorney room before / between court hearings.
- The former attorney waiting room will be used for atty / client consultation.
- The conference rooms will be reserved for people to use to call in to the hearings.
- Many chairs will be removed in the waiting area to promote social distancing.
- Masks - all parties will be required to wear a mask while in the waiting areas, leaving and entering each courtroom.
- Signs will be posted and parties will be reminded not to appear more than 5 minutes before court. Parties will be asked to wait in the hallway if the # of people exceeds 10 in the waiting area.
- No other meetings will occur in the court area. Meetings will need to move to DHS or other larger locations.

Outside of LEC courtroom

- The Large LEC Conference room will be used for attorney room before / between court hearings.
- Courtroom #4 will be used as an alternative for the attorney room if not scheduled for use by the magistrate.
- In the event, the large conference room or #4 are not available for an attorney room, alternative arrangements will be made on a case by case basis, and in consultation with the other LEC judges.
- The small LEC conference rooms off of the main hall can be reserved for people to use to call in to the hearing

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number: 3B Name of County: Woodbury

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☒ Yes ☐ No

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☒ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☒ Yes ☐ No

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☒ Yes ☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☒ Yes ☐ No

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. *No permanent physical changes shall be made without the approval of the county.*

☒ Yes ☐ No

If overflow rooms are needed, an effort will be made to accommodate public viewing by

discussing technology options with JBIT and implementing a plan with state court administration.

☒ Yes ☐ No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☒ Yes ☐ No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☒ Yes ☐ No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☒ Yes ☐ No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☒ Yes ☐ No

Keyboard protectors are in place for all public kiosks.

☒ Yes ☐ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☒ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☒ Yes ☐ No

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☒ Yes ☐ No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☒ Yes ☐ No

Face shields are available for all employees who requested one through the employee survey.

☒ Yes ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☒ Yes ☐ No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☒ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☒ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☒ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☒ Yes ☐ No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☒ Yes ☐ No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

☒ Yes ☐ No

"A mask must be worn when entering this space."

☒ Yes ☐ No

"The number of people permitted in the courtroom/office is (X)."

☒ Yes ☐ No

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

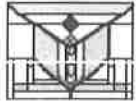
☒ Yes ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

Chief Judge /District No. Date

Print Name
APPROVED BY:

Todd Nuccio Date
State Court Administrator



Re: COVID-19 Rotation and Woodbury County Draft Plan 

Steven Andreasen to: Duane Hoffmeyer

06/23/2020 02:13 PM

cc: Staci Maxfield, Peggy Frericks

Judge Hoffmeyer,

I was going to wait until tomorrow to see what additional input I receive but thought I would just forward the current Draft Woodbury Plan along with the Checklist. I will be on vacation starting this Thursday through next week but will have my computer and can also be reached by cell phone if needed. We are also planning to be back in Sioux City in the evening next Wednesday the 1st so would be available anytime next Thursday the 2nd if needed.

Otherwise, there are a couple of comments about this Plan and the Checklist that I believe are covered but still somewhat unknown.

First, both the Plan and the Checklist confirm that masks and signs regarding masks will be in compliance with whatever is established by SCA but I believe additional action will be needed to implement the Plan and comply with those requirements between now and July 13. We are planning to post signs and have a sufficient supply of masks; however, if masks will be required for every person entering court-controlled space, then we will need to obtain or prepare and post the sample signs that were provided last week by SCA. We will also need to make sure we have enough masks for non-employees and a place to keep them, which may mean up to a 100 per day if not more between the three Woodbury County buildings.

Second, based on the input I received, I am comfortable saying Yes on the checklist that the number of hearings and scheduling will be done to ensure social distancing. In the LEC, for example, I know that Kelli, Nancy, Todd, John and the Magistrates have been working on changes that can and will be done to stagger proceedings and appearances and limit the number of people inside the courtrooms; however, some of those appearance times may still be subject to other people and the circumstances such as traffic citation court dates. Considering the volume of the LEC courts, there simply may not be enough time in a day to spread hearings out or to limit the number of persons in the building to "X" amount.

Finally, in regard to the judicial rotation at the courthouse, the attached Plan includes the rotation for the Admin. Judge who will always be present at the courthouse. It should be good at least through the 6th trial session since the designated judges are all in Woodbury and have been at the courthouse at times so far. Depending on whether Judge Tott and/or Judge Poulson continue to work from home, we may need to make some revisions after the 6th session to provide coverage for their designated weeks but that should not be a big problem. Otherwise, the Plan includes a general commitment to continuing to conduct as many proceedings as allowed by phone or video, including civil trials, so I think both the Plan and the Admin Judge rotation adequately address judges being both at home and the courthouse on a daily basis.

I have provided this Draft to all interested persons and have sought and received input but it is still a Draft. Feel free to revise as you see needed or let me know if something more or different is needed. Again, I will be somewhat available or at least will be able to review emails while I am gone and will be back in town next week. I obviously will then be here the week of July 6 to help make whatever final plans are necessary to resume on the 13th.



DRAFT PLAN FOR RESUMPTION OF COURT SERVICES.docx



CHECKLIST FOR RESUMING COURT OPERATIONS.docx

Steven J. Andreasen
District Court Judge, District 3B